

MUNICIPAL FIRE AND POLICE CIVIL SERVICE

CITY OF FRANKLIN ---- PARISH OF ST. MARY

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OCCUPATIONAL INDEX TO CLASSES

MUNICIPAL FIRE AND POLICE CIVIL SERVICE TOWN OF FRANKLIN ---- PARISH OF ST. MARY

FIRE SERVICE

LINE CLASSES

FIREFIGHTER/OPERATOR *
ASSISTANT FIRE CHIEF **
FIRE CHIEF *

LINE SUPPORT CLASSES

FIRE PREVENTION OFFICER *

POLICE SERVICE

LINE CLASSES

POLICE OFFICER *
POLICE SERGEANT **
POLICE LIEUTENANT **
POLICE CAPTAIN **
POLICE CHIEF *

LINE SUPPORT CLASSES

POLICE COMMUNICATIONS OFFICER *

SECRETARY TO THE POLICE CHIEF *

DEPARTMENTAL RECORDS CLERK *

*Competitive class

**Promotional class

FR Original Adoption:	03-16-66
Revision Dates:	03-22-66, 02-27-67, 02-09-68, 09-11-68, 09-26-68, 02-11-69, 10-15-69, 08-05-70, 10-08-70, 09-26-73, 12-03-75, 06-30-76, 01-09-76, 03-13-79, 07-14-80, 02-17-81, 03-30-83, 02-08-84, 02-13-85, 03-05-86, 10-12-94, 07-08-96, 06-16-97, 11-18-99, 03-07-02, 03-20-19

FIRE SERVICE

FIREFIGHTER/OPERATOR

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

The class of Firefighter/Operator comprises entrance level positions of the fire department operations. Employees of this class receive training for and after training perform tasks such as controlling and extinguishing fires, performing rescue work, and driving, operating, and maintaining fire department vehicles. Employees of this class report to and are supervised by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Participates in assigned training drills either as an individual or as a member of a group. Attends special schools or courses assigned. Reads and studies assigned material related to performance work.

Trains for and performs firefighting and rescue tasks such as connecting, carrying, and operating hose lines; ventilating buildings; and using ladders, lines, and other equipment to aid in fighting fires or removing fire and accident victims to safety.

Administers first aid to victims of fire and accident either on the scene of an emergency or en route to the hospital.

Cleans, dries, inspects, and properly secures any assigned fire fighting equipment such as hoses, hand tools, portable breathing apparatus, ladders, or related equipment. Cleans fire vehicles.

Performs tasks necessary for the proper maintenance of station and grounds such as cleaning floors and windows, emptying trash cans, mowing grass, or related duties.

Performs public relations duties such as calming excited citizens at a fire scene, providing information to the public concerning the work of the fire department, conducting station tours for individuals or civic groups, or related duties.

Performs fire prevention or fire inspection tasks such as inspecting fire hydrants, sprinkler systems, or portable fire extinguishers; studying the district to become familiar with the location

of fire plugs or water lines; interpreting or enforcing fire laws, ordinances, and regulations; and related duties.

Drives fire equipment to and from the emergency scene. Operates fire equipment at the fire scene.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Firefighter/Operator FR Original Adoption:	10-12-94
Revision Dates:	01-27-97, 07-01-98, 08-14-14, 03-20-19

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory and administrative position in the fire department, the primary duties of which are assisting the Fire Chief in management of the operations of the department, and the supervision of subordinate personnel. The employee of this class participates in the planning and organization of the department, and makes recommendations to the Fire Chief. The Assistant Fire Chief provides employee training, oversees the care and maintenance of departmental equipment and vehicles, and provides for the maintenance of departmental records and reports. The Assistant Fire Chief assumes command at the scene of a fire or other emergency, and directs operations until relieved by the Fire Chief. The employee of this class performs the duties of the Fire Chief in the absence of the Chief. The Assistant Fire Chief works with a high degree of independence, having work reviewed by the Fire Chief. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Assumes the duties of the Fire Chief in the Chief's absence. Manages all department operations on an assigned shift. Assists the Fire Chief in planning and organizing operations of the department. Recommends changes in department operations. Conducts inspections of department operations, evaluates the effectiveness of the department services, and takes action to improve problem areas. Monitors and evaluates local conditions which may become fire or safety hazards.

Holds meetings for the purpose of receiving reports and disseminating information. Inspects the appearance of assigned personnel to insure compliance with departmental standards for safety and propriety. Assigns work or duty areas and work schedules. Oversees and evaluates the work performance of subordinates and provides assistance in technical areas of work. Resolves employee complaints and grievances, and counsels employees who experience work problems. Maintains discipline among subordinates and recommends disciplinary action.

Develops the training program for the department. Personally trains department personnel in the classroom setting and by conducting drills and evolutions. Provides for on-the-job training for new employees.

Takes command at the scene of a fire or other emergency and directs operations until relieved by the Fire Chief. Performs size-up and supervises subordinates in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment systems, use of water supplies, salvage and overhaul, and providing of emergency medical services. May participate as a member of the fire attack team. Oversees safety procedures. Participates in handling of emergencies involving hazardous materials. Maintains fireground communications.

Performs annual fire inspections and new business inspections. Collects information for pre-fire planning. Assists in investigating fires to determine the cause, origin, and circumstances of each fire. Secures the fire scene to prevent damage or removal of evidence. Assists arson investigation personnel. Testifies in court when required.

Supervises the general care, maintenance, and use of department apparatus and equipment, vehicles, and property. Directs the testing of equipment to insure that it meets all applicable standards. Arranges for repairs and maintenance, and inspects following repairs to insure that these were correctly performed. Writes specifications for new fire department equipment, prepares specifications for bids, and makes recommendations on major purchases for the department.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Firefighter/Operator for a minimum of five (5) years -OR- must be a regular and permanent employee in the class of Fire Prevention Officer for a minimum of five (5) years.

Assistant Fire Chief FR Original Adoption:	03-07-02
Revision Dates:	03-20-19

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Plans, directs and supervises the operations of the fire department in the capacity of chief engineer and commanding officer.

Work of this class involves a high degree of skill and responsibility in directing fire fighting, life saving, fire prevention, and administrative activities of the fire department. Considerable exposure to personal hazards is involved. The Chief is required to be on duty or subject to call at all times.

EXAMPLES OF WORK

(NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.)

After consultation with the appointing authority, plans, formulates and enforces departmental rules and regulations as needed for the efficient functioning of the department;

Directs and supervises subordinates in rescuing persons from burning buildings, fighting fires and doing salvage work;

Directs and supervises the general care, maintenance and use of all fire department equipment including vehicles and stations;

Purchases or recommends the purchase of equipment and supplies in the manner provided by lawful authority and keeps such purchases within the budget therefor;

Provides for the preparation and supervises the maintenance of departmental records and reports concerning personnel actions, fire inspections, employee training and other necessary records;

Investigates the cause, origin and circumstances of all fires occurring in the city and especially those which are the results of carelessness or acts of an incendiary, and reports all facts relating to them to the State Fire Marshal as provided by law;

Keeps posted on modern methods of fire department work of all types and keeps familiar with local conditions which the department may have to contend with in case of fire;

Provides for employee training on a regular basis;

Promotes peace and harmony within the department; maintains discipline in the department;

Related work as required or as indicated.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in fire science, fire administration, business administration, public administration, or a related curriculum and at least five (5) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Must have an associate degree in fire science, fire administration, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least nine (9) years of experience in full time fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a career fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Fire Chief FR Original Adoption:	03-16-66
Revision Dates:	12-03-75, 11-30-82, 12-20-93, 10-12-94, 11-30-00, 08-14-14, 03-20-19

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Plans, directs, and supervises fire prevention, inspection, and public fire education activities.

Work of this class involves a high degree of skill and responsibility in prevention of fires and enforcing ordinances, fire codes, and life safety codes as adopted by the City of Franklin and St. Mary Parish.

EXAMPLES OF WORK

NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.

Directs and supervises shifts as to inspection schedules, types and kinds of inspections to be made, working closely with the shift leader. Supervises Fire Communications Officers.

After consultation with the appointing authority and/or the fire chief, plans, formulates, and enforces fire prevention and life safety codes.

Provides for the preparation and supervises the maintenance of departmental records and reports concerning fire inspection, fire investigation reports of suspicious fires and related fire prevention activities.

Investigates the cause, origin, and circumstances of all fires occurring in the protective area, especially those which are the results of carelessness or acts of an incendiary nature, and reports all facts relating to them to the state fire marshal as provided by law.

Keeps posted on new codes and ordinances as adopted by the National Fire Protection Association, city, and parish.

Provides training for all shifts concerning proper fire inspection methods and procedures.

Insures that all commercial and public establishments are inspected at least twice each year.

When a report of fire, rescue, or other emergency is received, assists in fire fighting or rescue activities at once.

During times of manpower shortages, fills in as required by the chief officer.

Attends training sessions as required.

Assists in related work as required.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must have at least four (4) years consecutive experience as a career or volunteer firefighter.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Fire Prevention Officer FR Original Adoption:	03-05-86
Revision Dates:	12-20-93, 10-12-94, 06-16-97, 07-01-98, 08-14-14, 03-20-19

POLICE SERVICE

POLICE OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is routine police work concerned with the protection of life and property through the enforcement of laws and ordinances. Work in this class involves limited phases and responsibilities of law enforcement. New employees work with and receive assistance from more experienced employees of the department and are taught the fundamentals and more advanced phases of police work by superior officers who closely supervise their performance. This class ranks immediately below that of Police Sergeant.

EXAMPLES OF WORK

(NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.)

Assists in patrol work in the city, by automobile or on foot;

Helps keep traffic moving;

Marks cars for overtime parking;

Answers questions for and gives directions or assistance to the public;

Assists children, crippled, blind, or elderly persons in crossing streets, etc.;

Helps maintain order in traffic, in crowds, and at public gatherings;

Attends classes of instruction, reads and studies assigned materials, and generally prepares himself for better performance of his duties;

Makes arrests when necessary in accordance with the law;

Attends training sessions as required.

Performs other duties as indicated, required, or directed.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must not be less than 21 years of age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Police Officer FR Original Adoption:	03-16-66
Revision Dates:	08-04-71, 09-18-74, 12-08-75, 05-10-77, 03-02-82, 12-20-93, 10-12-94, 01-27-97, 07-01-98, 11-15-04, 08-14-14, 03-20-19

POLICE SERGEANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

Supervises the activities of a group of police officers on an assigned shift, performs difficult and complex clerical and communications work as assigned, and performs related work as required.

An employee of this class is responsible for the police work of subordinates on an assigned shift, or for the specialized duties which he personally performs. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Employees of this class are given specific work more or less independently in performing regular duties. Work is reviewed by oral and written reports to superiors, or by their personal inspection. This class ranks immediately below that of Police Lieutenant.

EXAMPLES OF WORK

(NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.)

Inspects equipment and appearance of police officers at roll call; assigns men to posts; reads orders and gives special instructions; patrols city and observes police officers at work offering assistance, making suggestions, or giving instructions for better performance of their duties;

Conducts the primary investigation of major traffic violations and accidents;

Makes arrests and reviews arrests made by subordinates;

Ascertains that prisoners are properly booked and, if required, photographed and fingerprinted;

Operates communications system, keeps important records, prepares important and complex reports, and performs other police clerical work;

Attends training sessions as required.

Performs related work as required, directed or indicated.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must be a regular and permanent employee in the class of Police Officer for a period of two (2) years immediately preceding the closing date for application to the board;

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Police Sergeant FR Original Adoption:	03-16-66
Revision Dates:	08-04-71, 12-03-75, 12-20-93, 10-12-94, 11-15-94, 07-01-98, 03-20-19

POLICE LIEUTENANT

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

Supervises and directs the activities of a group of employees on an assigned shift, conducts traffic accident and criminal investigation as assigned, and performs related duties as required.

Work of this class involves supervisory responsibility for the police work of subordinates on an assigned shift and responsibility for the specialized duties which he personally performs. Work is performed under general direction in accordance with accepted police practices and departmental regulations and is reviewed by oral and written reports to superior, or by personal inspection.

EXAMPLES OF WORK

(NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.)

Performs or supervises the identification activity of the department including investigation, accumulation of informative material and the preparation and maintenance of records required therefore;

Inspects equipment and appearance of police officers at roll call; assigns men to posts; reads orders and gives special instructions; patrols city and observes police officers and other subordinate officers at work offering assistance, make suggestions, or giving instructions for the better performance of their duties;

Conducts the primary investigation of major crimes, traffic violations, and traffic accidents;

Interrogates suspects, victims, witnesses, and informers to obtain information or evidence regarding crimes, accidents, or suspicious conditions;

Makes arrests and reviews arrests made by subordinates to verify that prisoners are properly booked, and if required, photographed and fingerprinted;

Operates communications system, keeps important records and prepares important and complex reports;

Attends training sessions as required.

Performs related work as required, directed or indicated.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must be a regular and permanent employee in the class of Police Sergeant for a period of two (2) years immediately preceding the closing date for application to the board.

Must possess a valid driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Police Lieutenant FR Original Adoption:	03-16-66
Revision Dates:	08-04-71, 12-03-75, 12-20-93, 10-12-94, 11-15-94, 07-01-98, 03-20-19

POLICE CAPTAIN

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

Supervises and directs the activities of a group of employees, conducts traffic accident and criminal investigation as assigned, and performs related duties as required.

Work of this class involves supervisory responsibility for the police work of subordinates and responsibility for the specialized duties which he personally performs. Work is performed under general direction in accordance with accepted police practices and departmental regulations and is reviewed by oral and written reports to superior, or by personal inspection. This class ranks immediately below that of Police Chief.

EXAMPLES OF WORK

(NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.)

Acts as Police Chief in Chief's absence, as directed; Directs and coordinates the daily activities of the department;

Coordinates activities with other law enforcement agencies;

Interviews applicants; counsels subordinates on work related problems;

Performs or supervises the identification activity of the department including investigation, accumulation of informative material and the preparation and maintenance of records required therefore;

Inspects equipment and appearance of police officers at roll call; assigns officers to posts; reads orders and gives special instructions; patrols city and observes police officers and other subordinate officers at work offering assistance, make suggestions, or giving instructions for the better performance of their duties;

Conducts the primary investigation of major crimes, traffic violations, and traffic accidents;

Interrogates suspects, victims, witnesses, and informers to obtain information or evidence regarding crimes, accidents, or suspicious conditions;

Makes arrests and reviews arrests made by subordinates to verify that prisoners are properly booked, and if required, photographed and fingerprinted;

Operates communications system, keeps important records and prepares important and complex reports;

Attends training sessions as required.

Performs related work as required, directed or indicated.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must be a regular and permanent employee in the class of Police Lieutenant for a period of four (4) years immediately preceding the closing date for application to the board.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Police Captain FR Original Adoption:	11-18-99
Revision Dates:	03-20-19

POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Plans, directs and supervises the operations of the police department in the capacity of Chief and commanding officer, and related work as required. Work of this class involves a higher degree of ability and responsibility in managing the law enforcement, crime prevention, traffic control, keeping of jail, administrative, and other activities attached to the police department. The Chief is required to be on duty or subject to call at all times.

EXAMPLES OF WORK

NOTE: These examples are illustrative only and are not intended to restrict duties to those listed.

After consultation with appointing authorities, plans, formulates and enforces departmental rules and regulations as needed for the efficient functioning of the department;

Directs and supervises generally or specifically, as the needs of the service may require, all activities of the department;

Instructs subordinate officers as to the methods, procedures, and policies;

Assigns tasks to subordinates and reviews operations;

Investigates complaints;

Directs raids and makes arrests, as necessary;

Checks all arrests and dispositions thereof;

Provides for the preparation and supervises the maintenance of departmental records and reports concerning personnel actions, employee training, and other necessary records;

Personally supervises and assists in the investigation of all major crimes or serious offenses committed in the city;

Makes frequent inspections of the jail, care of prisoners, movable and immovable property, and personal appearances of all personnel on beats and at headquarters;

Establishes contacts and arranges for receiving and giving reports, records, and assistance to other law enforcement agencies such as the F.B.I., State Police, etc.;

Cooperates with social welfare agencies, civic clubs and organizations, and the general public in preventing juvenile delinquency and crime, bettering the common good, and protection of society;

Assists in the preparation of departmental budget and operates within it;

Purchases or recommends the purchase of, equipment and supplies in the manner provided by lawful authority, and keeps such purchases within the budget therefor;

Dispenses information to the public regarding city ordinances, departmental policies, objectives and activities;

Keeps records, answers correspondence, and prepares reports;

Promotes peace and harmony among the employees of the department;

Performs related work as required or as indicated.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

MUST MEET ONE OF THE FOLLOWING THREE QUALIFICATIONS

EITHER

Must have a bachelor's degree in criminal justice, police administration, business administration, public administration, or other related curriculum and at least five (5) years of experience in full time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Must have an associate degree in criminal justice, police administration, or other related curriculum, or a bachelor's degree in an unrelated curriculum and at least seven (7) years of experience in full time law enforcement positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate. Must also have at least ten (10) years of experience in full time law enforcement positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Law enforcement experience must include work in positions which would provide background in patrol operations, criminal investigations, police training, and related areas of police department operations and management.

Police Chief FR Original Adoption:	03-16-66
Revision Dates:	10-08-70, 08-04-71, 06-20-91, 12-20-93, 10-12-94, 11-15-94, 11-15-04, 08-14-14, 03-20-19

POLICE COMMUNICATIONS OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

Employees in positions of this class perform entrance-level work in operating communications equipment, keeping records, and other duties in the communications center of the police department. They answer police telephones, dispatch police units, and keep simple records of these activities following department procedures. Duties of this class are non-supervisory in nature and require the ability to act independently following standard operating procedures. Communications officers report to and have work reviewed by the shift supervisor.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Answers telephone and secures the most accurate information possible for any incident from the caller; takes complaints from other sources such as police units or citizens coming into the station; determines the correct unit(s) to be dispatched and any other pertinent information by following departmental procedure; dispatches unit(s).

Keeps track of location and condition of each unit at all times; stays in touch with units; takes requests for assistance and complies with such; relays instructions from supervisors, messages, emergency information etc.

Calls state police or other law enforcement agencies by phone or radio to send or receive messages concerning auto licenses, drivers licenses, runaways, criminal records, etc.

Answers all police department telephones and transfers callers to the correct office or department; takes telephone messages for police department personnel and delivers them.

Keeps logs, records, files, and lists by making entries on a regular basis or by periodically reviewing and up-dating information.

Files report forms, cards, logs, tapes, or other items for future reference; fills out forms, reports, or official documents required by the department;

Notifies repair crew or supervisor of any malfunctioning equipment.

Trains new communications officers by giving demonstrations, assisting with work performance, or supervising work performed during training period.

Prepares for shift change by briefing oncoming shift or by being briefed by outgoing shift, checking records from previous shift, or assembling necessary supplies and equipment.

Make arrest when necessary in accordance with the law;

Assisting fellow officers in the handling of arrests and complaints.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Police Communications Officer FR Original Adoption:	03-22-66
Revision Dates:	10-15-69, 03-30-83, 09-01-94, 10-12-94, 08-25-97, 07-01-98, 11-19-98, 11-30-00, 08-14-14, 03-20-19

SECRETARY TO THE POLICE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This is a responsible clerical position encompassing duties such as composing letters for the police chief, typing, filing and retrieving information from files, keeping specified records for department employees, and performing related duties to relieve the chief of minor clerical problems. This position is basically non-supervisory and the employee is responsible to the chief of police who directs and reviews the work of this class.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Types letters, forms, memos, statements, formal reports, etc.; proofreads typed material and corrects errors;

Selects and handles any routine correspondence or requests on own initiative; composes letters from written or oral directions by the chief; writes routine correspondence;

Keeps records as required;

Makes and answers telephone calls; screens the chief's calls by redirecting calls to other individuals or offices that can better take care of the call or by handling routine questions or requests; screens visitors to determine if their business warrants seeing the chief or directs them to other offices or individuals that can help; answers questions and handles any routine requests by visitors to the office;

Reminds the chief of all appointments, meetings, etc.;

Sets up a filing system; revises such system when necessary; decides what is to file and what is to throw away; files correspondence, cards, forms, and records in files which may be sequenced alphabetically, numerically, or chronologically; retrieves information or documents from the files;

May also perform duties such as opening, sorting, and distributing mail;

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Secretary to the Police Chief FR Original Adoption:	03-30-83
Revision Dates:	12-20-93, 07-01-98, 08-14-14, 03-20-19

DEPARTMENTAL RECORDS CLERK

(Competitive)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses an entry level, clerical position of the classified service, the primary responsibility of which is processing departmental records and reports. The Departmental Records Clerk receives, sorts, prepares, and organizes records, reports, correspondence, or other information for use by department personnel. The employee of this class inputs data to be electronically stored on computer storage media for proper filing in accordance with established procedures. The Departmental Records Clerk receives general instructions for routine tasks and works independently in most areas. The incumbent of the class of Departmental Records Clerk reports to and has work reviewed by the Police Chief.

EXAMPLES OF WORK

Receives, reviews, processes, and files department records, reports, correspondence, and other materials in accordance with departmental procedures. Assigns cross indexing numbers to files. Enters routine information in department records and fills out all forms or records required or assigned. Checks records and reports for completeness, accuracy, and conformity to established procedures. Proofreads typed material and corrects errors in records and reports, or returns them for correction. Traces missing files.

Operates a computer terminal with word processing or database system software to process paper documents, or to enter data which is electronically stored on computer storage media. Retrieves information or documents from the files and computer database. Processes departmental records utilizing other office equipment including copy machine, facsimile machine and calculator.

Processes incoming and outgoing mail for the department. Acts as receptionist to department visitors; answers telephones; types letters, forms, memos, statements and other assigned documents. Answers inquiries for the public about the operation of the department or other related areas of departmental operations.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. Any Louisiana applicant who presents a home study diploma shall submit necessary documentation indicating Louisiana Board of Elementary and Secondary Education (BESE) approval of the home study curriculum. Non-Louisiana applicants shall be required to present proof of completion of a high school curriculum which has been accredited by the applicant's state, or its state-approved agency. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Departmental Records Clerk FR Original Adoption:	03-07-02
Revision Dates:	08-14-14, 03-20-19